



International Journal for Human Caring AUTHOR GUIDELINES

Purpose of the Journal

The *International Journal for Human Caring's* (IJHC's) objective is to serve as a scholarly forum for all nurses and other disciplines interested in the advancement of knowledge of human care and caring. Emphasis is in caring related to health, human relationships, and improvement of the human condition. The journal is most useful to all nurses and health personnel worldwide in hospitals, universities, research centers, libraries, and health and social science settings. Social scientists and professionals from many other disciplines have found *the International Journal for Human Caring* to be of great interest and are encouraged to submit manuscripts.

The *International Journal for Human Caring* is a publication of the **International Association for Human Caring**.

IJHC is an electronic publication.

Springer Publishing Company staff support the purpose and work of IJHC.

<https://www.springerpub.com/international-journal-for-human-caring.html>

Authors interested in submitting scholarly manuscripts, research, aesthetic expressions, caring case studies, book reviews, continuing education articles, essays, and other original work should submit work to Editorial Manager. Authors pay no fees to IJHC.

Categories of Submissions: Regular articles concerning caring and care are complete research, theoretical papers, issues papers, research methods, education and educational methods papers, case studies in caring, aesthetic works, essays, and others. Student papers are also accepted for review. Book reviews and continuing education articles are also accepted for review.

Please submit manuscripts to <http://www.editorialmanager.com/humancaring> to initiate manuscript review by members of IJHC Advisory and Editorial Review Boards.

Copyright: Authors must release copyright ownership to their manuscript at the time of its submission to the journal via Editorial Manager. This release must accompany the manuscript before processing for publication can begin. It is in Editorial Manager.

Publication Policy

Solicited articles: Special Topics or Theme Issue

- Ideas for Special Topics issues are submitted directly to the Editor-in-Chief (wolf@lasalle.edu). Please submit an issue theme in a paragraph included in a 1-page list of articles and authors. A submission date for solicited manuscripts is negotiated with the Editor. Special topics issue editors should give authors an idea of what the article might cover so that it fills the issue. Overlap is to be avoided and repetition is minimized. Authors follow the article guidelines found below.
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- Solicited articles for the **Special Topics** issue should be submitted on schedule via <http://www.editorialmanager.com/humancaring> to initiate manuscript review by IJHC boards.
- The **Editor-in-Chief** sends all manuscripts out for review consistent with typical practices. Articles are due no later than the submission date indicated by the Editor and Special Topics Guest Editor.
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- If an article is not accepted for publication, the copyright assignment will automatically return to the author.

Unsolicited articles: Authors are encouraged to submit articles for publication. Unsolicited articles should be submitted via Editorial Manager to <http://www.editorialmanager.com/humancaring>. Zane Robinson Wolf, PhD, RN, CNE, ANEF, FAAN, Editor-in-Chief, International Journal for Human Caring, will receive notification of the submission via Editorial Manager. Author information (corresponding author identified) and Copyright Release are documented in Editorial Manager. If the article is not accepted for publication, the copyright assignment automatically returns to the author(s).

General Information:

Articles submitted to IJHC for review by the Editor-in-Chief should not be submitted to another journal for consideration to be published.

The Editor-in-Chief reviews articles on submission and may request that authors revise manuscripts prior to inviting peer reviewers.

The peer review process is double blinded. Reviewers are assigned from members of the Editorial Review and Advisory Boards. Two peer reviewers are asked to review submitted manuscripts and may decline review. In that instance, the Editor-in-Chief requests that another reviewer complete the review. Although the time for completing each review is short, the Editor-in-Chief reminds reviewers to examine submissions so that authors receive timely critique of their work. Minor revision, major revision, and reject include the outcomes of reviews.

The Editor-in-Chief invites potential Advisory or Editorial Board Members to contribute to the work of IJHC. Professionals interesting in participating in the purpose of IJHC, as related to the mission of the International Association for Human Caring, may also request to be appointed to one of the boards. They are asked to provide an email query and a curriculum vitae or resume to the Editor-in-Chief.

Authors have the right to retract their submissions.

Conflict of interest is noted in a section of Editorial Manager. Authors must state all conflicts of interest related to content of articles. This includes financial, institutional, consultant, business, and other relationships that might lead to bias or a conflict of interest. If there are no conflicts of interest, indicate this explicitly as none are declared. Conflict of interest and source of funding statements are specified in Editorial Manager.

Plagiarism and self-plagiarism: Authors are expected adhere to the integrity of scientific and theoretical knowledge and the intellectual property rights of others. They need to consult the American Psychological Association Publication Manual (2020) and credit others' work, being cautious when paraphrasing. See: American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Non-author contributions can be included in acknowledgments.

Accepted manuscripts become the property of the *International Journal for Human Caring* and may be reproduced in other publications in whole or in part with the permission of IJHC. Please contact the Editor-in-Chief.

Complaints against the journal should be sent to the Editor-in-Chief, who will consult with members of the Editorial Advisory Board.

Authors of research articles might elect to provide a statement that their data could be shared and are available on direct request to the researchers.

Authors of research articles must describe that research has been reviewed and approved by an institutional review board or comparable ethics in research committee and that confidentiality of data was maintained.

Expressions of concern or suspected misconduct should be referred to the Editor-in-Chief at wolf@lasalle.edu.

General Instructions:

Submit a manuscript online to Editorial Manager via <http://www.editorialmanager.com/humancaring>.

Word processing instructions

Use Microsoft Word for word-processing the manuscript; **pdf files are not accepted**. This includes the abstract, body of the manuscript (including references), tables, and figures.

The following are the basics for all manuscripts submitted to International Journal for Human Caring:

- The author should not include any of his/her information, including but not limited to name, credentials, email address, etc. within the manuscript.
- Double space all copy, including quotations, lists, and references/notes.
- Left justify only.
- Set a one-inch margin on all sides

- FOLLOW EDITORIAL MANAGER: THE ORDER MAY DIFFER FROM THE FOLLOWING: Order the pages as follows: title page (submitted separately), abstract (submitted separately), keywords (submitted separately); body and references (combined & submitted separately). Tables and figures are submitted separately.
- Number pages consecutively.
- Consult the *APA Publication Manual* for abbreviations and symbols.
- Consult the *APA Publication Manual* for headings and subheadings format.
- *The title of the article should not be added to the Body of the manuscript. The title is submitted separately.*

The manuscript should be organized in the following sequence:

Theoretical/scholarly submissions:

Title page: title of article (concise statement no more than **15 words**)

Abstract (100 words) with *Keywords* (**no more than 6**)

Body and References are **combined** into one document. The Body of article is limited to **20 double-spaced, word processed pages**. References are limited to **2 double-spaced, word processed pages** (use Paragraph, Special, *hanging* for all references).

Other sections of submission: each is submitted as a separate document and in this order:

Tables (Arabic numbering)

Figures with legends (Arabic numbering)

Appendices (Capital letters, Alphabet) Appendices are discouraged.

Identify the word count of the entire manuscript. No more than 5000 words.

Research submissions:

Title page: title of article (concise statement no more than **15 words**)

Abstract (100 words) with *Keywords* (**no more than 6**)

Body of article: Literature Review with Framework, Method (Design, Participants/Setting (selection and description), Ethical Considerations, Instrumentation), Data Analysis Methods, Results, Discussion. Body and References are combined into one document.

The Body of article is limited to **20 double-spaced, word processed pages**.

References are limited to **2 double-spaced, word processed pages** (use Paragraph, Special, *hanging* for all references. Use Paragraph, Special, *hanging* for all references. ***Do not use enter key at the end of a line until the entire reference is added.***

Authors of qualitative studies may consider shorter reviews of the literature to allow for space needed for results.

Other sections of submission: each submitted as a separate document and in this order:

Tables (Arabic numbering)

Figures with legends (Arabic numbering)

Appendices (Capital letters, Alphabet)

Identify the word count of the entire manuscript. No more than 5000 words.

Author Information

Author information is part of Electronic submission in Editorial Manager. A corresponding author is identified. Details include author name(s), credentials, location(s) to which the work is attributed, and email address(es).

Abstract/Keywords

Include an abstract of 100 words or fewer. The abstract should briefly highlight conclusions of the article. Also include up to 8 keywords that describe the contents of the article like those that appear in Cumulative Index to Nursing & Allied Health Literature (CINAHL) or The National Library of Medicine's Medical Subject Headings (MeSH). The abstract is added separately in Editorial Manager. It is **not** added again to the Body of the manuscript.

Quoted material

All quoted material should be double-spaced and must be referenced/noted at the end of text. References/notes must include the complete source of the original publication, including page number. (See "Permissions" for details on obtaining permission to reprint quotations).

- Check *APA Publication Manual* for number of words for quote format.

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References

References should be cited in text and styled in the reference list according to the Publication Manual of the American Psychological Association (the most recent edition) Washington, DC: Author. Articles will be returned to the author prior to review if APA style is not followed. The Editor will request a resubmission following revision according to APA style. Please use Microsoft Word's **Paragraph, Hanging** formatting convention for the Reference list.

Journal article, one author

Sherwood, G. D. (1997). Metasynthesis of qualitative analysis of caring. *Advanced Practice Nursing Quarterly*, 3, 32-42.

Journal article, two authors

Watson, J., & Foster, R. (2003). The attending nurse caring model: Integrating theory, evidence, and advanced caring-healing therapeutics for transforming professional practice. *Journal of Clinical Nursing*, 12(3), 360-365. [10.1046/j.1365-2702.2003.00774.x](https://doi.org/10.1046/j.1365-2702.2003.00774.x)

- Papastavrou, E., Efstathiou, G., Tsangari, H., Suhonen, R., Leino-Kilpi, H., Patiraki, E., Karlou, C., Balogh, Z., Palese, A., Tomietto, M., Jarosova, D., & Merkouris, A. (2012). A cross-cultural study of the concept of caring through behaviours: Patients' and nurses' perspectives in six different EU countries. *Journal of Advanced Nursing*, 68(5), 1026-1037. <https://doi.org/10.1111/j.1365-2648.2011.05807.x> *American spelling conventions, except for references*

- Digital object identifiers (DOIs) and URLs are presented as hyperlinks for electronic sources.
- DOI is no longer used for entries that include a DOI. <https://doi.org> etc. is used.
- Retrieved from (preceding the URL or DOI) is now only used when a retrieval date is also provided in the citation.

Book Chapter and Books

- Swanson, K.M. (1999). What's known about caring in nursing: A literary meta-analysis. In A.S. Hinshaw, J. Shaver, & S. Feetham (Eds.), *Handbook of clinical nursing research* (pp. 31-60). Sage.
- Watson J. (1988). *Nursing: Human science, human care*. National League for Nursing.
- Watson, J. (1999). *Postmodern nursing and beyond*. Churchill Livingstone.

Dissertation, One Example. Consult APA Manual

- Toole, B. M. (2014). *Patient care technology and the nurse-patient relationship* (Publication No. #3582408) [Doctoral dissertation, University of San Diego] Ann Arbor, MI. Proquest Dissertations and Theses Global.

The Reference list should be alphabetized by the author's last name and double-spaced.

For further details, please refer to the *APA Publication Manual*.

Please note that the submission process may change.

Tables (NO MORE THAN 3 TABLES ARE TO BE UPLOADED)

1. Each table is submitted separately, saved with a short, unique name and title number, and uploaded to Editorial Manager.
2. Number tables consecutively; mention all tables in text.
3. Supply a brief title for each table (APA Publication Manual).
4. Type column heads in initial caps only.
5. Type explanatory statements, notes, or keys below the table. Explain in footnotes all nonstandard abbreviations. For footnotes, consult the most recent edition of the APA Publication Manual.
6. Type source and permission lines below the table.
7. Type credit lines exactly as requested by the original copyright holder.

Figures (NO MORE THAN 2 FIGURES ARE TO BE UPLOADED)

1. Each figure is saved with a short, unique name.
2. Each figure is uploaded as separate document.
3. Number figures consecutively and mention each in text.
4. Supply a brief title for each Figure.

Appendices:

1. Appendices are discouraged. Consult with the Editor-in-Chief.

Artwork

Artwork is uploaded on Editorial Manager as a Figure.

Camera-ready art is any material that was photographed and/or sized (reduced or enlarged) to be ready for printing. Examples of camera-ready art are digitized items such as charts, paintings, etc. Drawings are also camera-ready art. Authors are responsible for providing art that is digitized.

Descriptors should be placed in the manuscript. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify, and explain each one clearly in the caption.

Black-and-white or color photographs

1. Submit original, digitized photographs along with the manuscript.
2. Provide written permission from each person whose full face appears in any photographs.
3. Submit written permission from the photographer.

Required Software

Microsoft Word, most current version.

Additional Recommendations (APA Manual, 7th edition)

Past tense: citation published in past

They: plural preferred; Manual details for avoiding bias in writing; singular *they* is endorsed

Avoid anthropomorphism: p 117. The results stated vs. *The researchers stated*; use active verbs with human actors.

1990s: no apostrophe; plural possessive is: *1990s' patterns revealed...*

No running head.

Serial commas, series of three or more items; before the final item: *registered nurses, licensed practical nurses, and nursing assistants.*

Verb voice: Active voice preferred to passive voice (verb to be); see page 118 for excellent recommendations

Upload tables, figures, and appendices as separate documents with short titles.

Table examples: pp. 210-224; avoid vertical lines; insert in Word as Table, fade back some lines as vertical lines

Citations in-text: three or more authors: Turkel et al. (2019)

Word processing Your Manuscript

Consistency in keyboarding is of the utmost importance when preparing your manuscript. Even a slight variation in style can present problems. *To avoid these problems, please:*

1. Use 12 point, Times Roman font.
2. Use double space format.
3. Please key all titles in initial caps/lowercase.
4. See the APA Publication Manual for heading and subheading formats.
5. Only use one space between words. Even after periods, **only use one space**. Before saving your document, search for two spaces and if they occur, delete the extra space.
6. Turn justification off. If it is turned on it will introduce additional spaces.
7. All copy should be keyed flush left.
8. Indent to indicate a new paragraph.
9. Always key the numeral 1 when the number is wanted and not a lowercase letter l.
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11. Please note APA conventions when reporting statistics.
12. Please note APA conventions for numbers.

Post-Publication Concerns:

Post-publications concerns should be directed to the Editor-in-Chief via email: wolf@lasalle.edu.

Here are a few tips to help you improve your language related to disabilities and handicaps:

Always put the person first, then the disability. Say or write "person with a disability" rather than disabled person.

Use *disability* to describe a functional limitation that interferes with a person's ability to walk, hear, see, talk, and learn. Use *handicap* to describe a situation or barrier imposed by society, the environment, or oneself.

Do not be concerned if you find yourself using words like "see" to a person who is blind, or "hear" to a person who is deaf. These words won't offend.

Do not refer to a person in a wheelchair as "confined" to a wheelchair. It's better to say or write "uses a wheelchair."

Do not say "normal person" as compared to a person with a disability. Say able-bodied or non-disabled.

Avoid such words as victim, stricken with, crippled, mute, deaf and dumb, or afflicted. For example, refer to a person who has had a stroke as a stroke survivor, not as a stroke victim.

Do not say arthritic or cerebral palsied. It's better to say, "he has arthritis," or "she has cerebral palsy."

Do not say birth defect. It is better to say a person who has a disability since birth, a congenital disability.

Remember that a person with a disability is a person like anyone else-they just happen to have a disability.

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